




REAL ESTATE COMMISSION


APPRAISER LICENSING & CERTIFICATION BOARD

Welcome to the agency's new home for online services! You can access this webpage (<https://mylicense.state.tx.us>) anytime via the "my license" button at the top of www.trec.state.tx.us or www.talcb.state.tx.us, or better yet, you can save it as a favorite in your web browser.


First things first, if you are a **current** licensee, then you first need to register with the new system. You'll only have to do this once. To register, click the "Register here to set up a User ID in this new system – even if you have been a licensee for years!" link at the bottom of the homepage. To complete the registration process, you will need your security token number which was sent to your current email address of record with the agency. You can check your email address by using the licensee look-up feature on the TREC website. If you do not have an email address on file with TREC, your security token should have been mailed to your sponsoring broker's mailing address of record if you have an active license or to your mailing address of record if you have an inactive license. Security token numbers are sent out 60-90 days before license expiration along with renewal notices. If you have not received a security token and you are within 90 days of your license expiration date, please contact TREC at info@trec.state.tx.us, with a subject heading "Security Token Request" and we will email your security token to you.



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protecting consumers through programs of education, licensing and industry regulation



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Online Services - Login and Registration

This is your starting point to apply/renew a license and to do things such as changing address information or license status.
Click the "REGISTER HERE" link below to get started.

Licensee or Applicant Login

* User ID:
(your Email Address - but first, REGISTER at lower left link if you haven't yet)

* Password:

Are your User ID and Password not working as you expected? [Reset your password here](#)

You must first REGISTER HERE to get a User ID in this new system - even if you've been a licensee for years!

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Fill out the fields indicated by the red asterisks and click "Next."

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[Logon](#)

User Registration

Note: Fields with a red * are required.
Enter your details and click "Next".

Click "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:

Middle Name:

* Last Name:

Account Login

* Email (this will be your User ID): (e.g. name@domain.com)

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)


* Secret Question:
Select a predefined question:

Or write your own question:

* Secret Answer:

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the image below (no spaces):



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You will then be asked to preview your registration and ensure that the information provided is correct. If it is, click "Save," if it isn't, click "Edit" and you will be taken back to the previous screen to edit your information.

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Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Betsy
Second Name:	
Last Name:	Bird
Email:	betsy.bird@trec.state.tx.us
Secret Question:	What color is the chair in your office?
Secret Answer:	peach

[Save](#) [Edit](#) [Cancel](#)

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Once you click "Save" a temporary password will be sent to you via your User ID/email address from TREC/TALCB. Please go to the inbox of that email account and retrieve your temporary password from the email. This may take a few minutes. If you do not get the email, first check in your spam, it may have been sent there by accident, then call the agency's main information number.

You will need to return to the registration home page, click "Return" which will take you back to the homepage, or return to the homepage via this web address: <https://mylicense.state.tx.us> and log-on.

To log-on, type both your user name and password and click "Log On." **The first time you log-on, you will use the temporary password that was sent to you in the email from TREC/TALCB.**

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This is your starting point to apply/renew a license and to do things such as changing address information or license status.
Click the "REGISTER HERE" link below to get started.

Licensee or Applicant Login

* User ID:
(your Email Address - but first, REGISTER at lower left link if you haven't yet)

* Password:

[Log On](#)

Are your User ID and Password not working as you expected? [Reset your password here](#)

You must first **REGISTER HERE** to get a User ID in this new system - even if you've been a licensee for years!

The system will then prompt you to give yourself a new password. Fill out the fields and click "Save."

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[Logoff](#)
Logged in as **Bird, Betsy**

Update Default Registration Information

Note: After you create a new password, write it down and keep it in a safe place. If your email account should ever change, you'll still need to log in with your User ID (email address) and password before you can update your User ID (email address) to your new email address.

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

* Old Password:

* New Password:

* Confirm Password:

Save

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The main menu page will be the first page you see once you log-on from now on. This page will allow you to perform a multitude of functions. If you were **interested in applying for a new license** or if you were a brand new agency licensee, you would click the "Apply for a New License" link and fill out the application (along with the education evaluation) online. **As an existing licensee**, if you wish to apply for an additional license, you would use the same link.

The "View User Profile" link allows you to change your User ID, password, and security question. As a reminder, changing your User ID, which is an email address, through this link does not change your required primary email address with the agency. This must be done through the "Change/Verify Contact Information" function, which is detailed further in this document.

The "Application Status Inquiry" link allows you to see the status of your license application as it is working its way through the agency's process and you are working your way through the education and examinations needed to obtain a license. Again, this link is for only those who are applying for a new license.

For an existing licensee, the next step to setting up your account is to click the "Add Licenses to Registration Link." You have to add each license type you hold with TREC to this account to renew or make any changes to your current license.

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[Logoff](#)
Logged in as **Anderson, Christine**

Main Menu

When you are ready to "Add Licenses to Registration", you will need your Security Token number. You may [Request your Security Token here](#).

NOTE: To renew, click your license number link on the right, below "Your License(s) and License Number(s)". If there is no license number link, choose "Add Licenses To Registration" on the left.

Functions	Your License(s) and License Number(s)
Add Licenses To Registration	
Apply for a New License (Salespersons: click your license to the right for Indiv. Broker Application)	
View User Profile	
Application Status Inquiry	

Use the drop-down to select which license you currently hold (if you hold more than one, you may have to go through this process for each license you hold). Fill in the field with your license number and **be sure to omit the leading zeros**. Click "Next."


Fill in the fields and click "Next." The Security Token was sent to your email address of record as described at the beginning of this guide.. If you did not receive an email or have inadvertently deleted it, please follow the instructions described at the beginning of this guide to retrieve your security token number, or you can request that the security token be emailed to you again. Please note that the token will be sent to your email address of record with the agency. Although this may seem redundant this is an added necessary security step to allow the agency to validate that you are indeed the individual who holds the license and license number that you submitted on the previous page.

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Logged in as **Bird, Betsy**

Add Licenses To Registration - Select License

NOTE: Do not put any leading "0"s at the beginning of your license number
For example, enter a license number like this: 123456 (**Not like this:** 0123456).
Enter license number and press "Next" to continue.
Press "Cancel" to return to the Main Menu.

* License Type:	Appraiser Provisional	
* License Number:	123456	

[Next](#) [Cancel](#)

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Verify that the license type you previously selected and the license number are correct. If so, click "Add." If not, click "Previous," which will act as your "back" button and you can edit the information accordingly.

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Add Licenses To Registration - Preview

Press "Add" to add these licenses to your registration.
Press "Previous" to return to the previous screen.
Press "Cancel" to return to the Main Menu.

License Type	License Number
Real Estate Individual (Salesperson or Broker)	

[Add](#) [Previous](#) [Cancel](#)

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Click "Next" to continue to the next page, which is your main menu.

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Add Licenses To Registration - Confirmation


Press "Next" to continue.

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Once you have added your license your main menu will show listed to the left.

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Logged in as **Anderson, Christine**


Main Menu

When you are ready to "Add Licenses to Registration", you will need your Security Token number.
You may [Request your Security Token here](#).


NOTE: To renew, click your license number link on the right, below "Your License(s) and License Number(s)". If there is no license number link, choose "Add Licenses To Registration" on the left.

Functions	Your License(s) and License Number(s)
Add Licenses To Registration	
Apply for a New License (Salespersons: click your license to the right for Indiv. Broker Application)	Broker 
View User Profile	Broker 
Application Status Inquiry	


The last step to the log-on process is to verify your contact information with the agency. To do so, click the license link on the right-hand column of the page.



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Logged in as **Anderson, Christine** [Logoff](#)

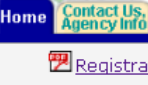
Main Menu

When you are ready to "Add Licenses to Registration", you will need your Security Token number. You may [Request your Security Token here](#).

NOTE: To renew, click your license number link on the right, below "Your License(s) and License Number(s)". If there is no license number link, choose "Add Licenses To Registration" on the left.

Functions	Your License(s) and License Number(s)
Add Licenses To Registration Apply for a New License (Salespersons: click your license to the right for Indiv. Broker Application) View User Profile Application Status Inquiry	<div>Broker  Broker </div>

Click "Change/Verify Contact Information." This will allow you to see the contact information that the agency has on file for you. **By editing this information you are officially changing your record with the agency.**



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License Menu


Notice Regarding Renewals: If you experience difficulty and are unable to confirm that your license has been renewed, you should mail a [renewal form](#) for your license type and fee to TREC before the expiration of your license. An UNSUCCESSFUL attempt to renew a license electronically does not satisfy the statutory requirement of filing the renewal application and **paying the renewal fee** prior to expiration of the license.

NOTE: For Inactive Status Renewals Only
If you hold an **active** license (see the "License Secondary Status" in the box to the right) and wish to renew **inactive**, you must first click on the "Request Inactive Status" link, process that transaction, and then return to this menu and click on the "Renewal" link below. If you currently hold an **inactive** license and wish to renew **inactive**, simply click on the "Renewal" link below.

Select the appropriate link below.
Press "Back" to return to the main menu.

Request Inactive Status Salesperson/Broker License Reprint - no fee charged Change/Verify Contact Information (Sales/Broker) Application for Individual Broker License	<div>License Status: Current License Secondary Status: Active Expires On: 11/30/2011 <small>(mm/dd/yyyy)</small></div>
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Available Transactions



[Back](#)

Verify that you are officially changing your records with TREC. This page outlines where agency mail will be sent. Click "next" if you would like to continue.

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Logged in as **Anderson, Christine**

Broker #40470

Change/Verify Contact Information (Sales/Broker) - Introduction

All official agency communication is sent to a permanent mailing address AND/OR primary email address or sometimes to both.

- **Brokers** - All your mail will be sent to your permanent mailing address and/or primary email address.
- **Salespersons** - As long as you are an active salesperson, all your mail will be sent to your broker's permanent mailing address and/or primary email address. If you become inactive, your mail will be sent to your permanent mailing address and/or primary email address.
- **Corporations/Limited Liability Companies/Partnerships** - All mail will be sent to the business' permanent mailing address and/or primary email address.
- **Professional Inspectors** - All your mail will be sent to your permanent mailing address and/or primary email address.
- **Real Estate and Apprentice Inspectors** - All your mail will be sent to your permanent mailing address and/or primary email address. Notices of license expiration will be sent to your permanent mailing address and your sponsor's permanent mailing address and/or primary email address.
- **Easement Or Right-of-Way Agents** - Mail will be sent to the registered entity, either individual or business, at the permanent mailing address and/or primary email address.
- **All Appraiser Certification Types** - All your mail will be sent to your permanent mailing address and/or primary email address.

Remember, all address changes must be reported to the agency within 10 days of the change.

Click "Next" to continue.
Click "Cancel" to cancel this application and return to the main menu.

Please verify that the contact information the agency has on file for you is correct. If so, click "Next." If not, click the blue lettering on the left of the information you want to edit (ie, individual, email, business physical), edit the information, then click "Next" and you will return to the address summary page.

Broker #40470

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Logged in as **Anderson, Christine**

Change/Verify Contact Information (Sales/Broker) - Address Detail Summary

Please Verify and Update Contact Information: Click each link to edit that address type -

Individual (Optional): The address associated with you as an individual entity, not necessarily with a specific license you hold.
Business Physical (Mandatory for BROKER Only): This is the business physical address associated with this license.
Residential Add (Optional): This is your residential address.
License Contact Number (Mandatory): Phone number associated with this license.
Mailing Address (Mandatory): This is the permanent mailing address, associated with this license, which the agency requires you to keep current.

Click "Previous" to return to the previous section.
Click "Next" when finished adding/changing addresses.
Click "Cancel" to cancel this application and return to the main menu.

General Addresses	
Individual	<div>Address:</div> <div></div>
License Specific Addresses	
Business Physical	<div>Phone Number:</div> <div>Address:</div> <div></div>
License Contact Number	<div>Phone Number:</div> <div></div>
Mailing Address	<div>Phone Number:</div> <div>Address:</div> <div></div>
	<div>E-mail:</div> <div></div>

Previous

Next

Cancel

Once you have made all the edits to your contact information click "Next". Then a verification page will appear. This page is to confirm that the information is accurate and true.

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Logged in as Anderson, Christine

Change/Verify Contact Information (Sales/Broker) - Attestation

Press "Previous" to return to the previous section.
Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

By selecting "Yes" I certify that the address information I have provided is accurate and true.

☒ Yes
☐ No

Previous Next Cancel

You will have to opportunity to print out a free copy of the reported changes made on the next screen. It is not necessary to keep the changes but you may want to for your records. Click "Return" to go back to the main menu.

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Logged in as Anderson, Christine

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Press "Return" to return to the main menu.

Return View PDF Summary Report

Congratulations! This completes your registration and log-on effort. Thank you for taking the time to log-on and again, for your patience with staff as we undergo this transition to a new system. This "my page" function will continue to be updated as new services are brought online.